



Advanced Substance Abuse Education Checklist

- A. **Course Syllabus** is defined as an outline or summary of the main points of a text, lecture, or course of study. A syllabus must contain “detailed course information,” which should include each of the following components, to satisfy section 31(c)(1)(A):

- ☐ Course information (course title, course location, course dates/times, etc.)
- ☐ Instructor information, if available at time of submission (instructor’s name, title, contact information, etc.)
- ☐ Statement of intended audience
- ☐ Course description and objectives (stated learning outcome of course)
- ☐ Course policies (attendance, participation, course completion requirements, etc.)
- ☐ Identification of course materials (handouts, books, videos, etc.)

If any of the above components are missing, please provide and explain a recommendation of whether the curriculum should be approved without the information: _____

- B. **Course Lesson Plans or Lesson Outlines** should contain each of the following components to satisfy section 31(c)(1)(B):

- ☐ Topics of lessons
- ☐ Individual or group learning activities, or both
- ☐ Learning activities reflect learning objectives
- ☐ Necessary equipment or resources are listed

If any of the above components are missing, please provide and explain a recommendation of whether the curriculum should be approved without the information: _____

- C. **Supporting Materials** include “handouts, videos, class exercises, individual or group activities, and other materials as appropriate.” At least one of the following materials must be included to satisfy section 31(c)(1)(C), but the program must submit a list, copies, or descriptions of all materials used in the curriculum for IJC review:

- | | |
|--|--|
| <input type="checkbox"/> Handouts | <input type="checkbox"/> Worksheets |
| <input type="checkbox"/> Videos | <input type="checkbox"/> Instruments/Assessments |
| <input type="checkbox"/> Class Exercises | <input type="checkbox"/> Feedback forms |
| <input type="checkbox"/> Individual Activities | <input type="checkbox"/> Case studies |
| <input type="checkbox"/> Group Activities | <input type="checkbox"/> Quizzes |
| <input type="checkbox"/> Reading Materials | <input type="checkbox"/> Other (please describe):_____ |

- D. **General References** are media sources, magazine articles, newspaper articles, pamphlets, website associations, and reference to program initiatives. At least one of the following references must be included to satisfy section 31(c)(1)(D):

- ☐ Bibliography that cites general references (including title, author, source, and date of each reference)
- ☐ Summary of each general reference
- ☐ Other (please describe):_____

Number of general references provided: _____

- E. **Research References** are journal articles, case studies, and additional references that provide qualitative or quantitative data relevant to the subject matter. At least one of the following references must be included to satisfy section 31(c)(1)(E):

- ☐ Bibliography that cites research references (including title, author, source, and date of each reference)
- ☐ Summary of each research reference
- ☐ Entire research document
- ☐ Other (please describe):_____

Number of research references provided: _____

F. **Time Frame**: The program has provided at least one of the following supporting documents that indicate the duration of the course to verify compliance with “at least twenty (20) hours of cognitive-based substance abuse education”:

- ☐ Syllabus ☐ Lesson plan
- ☐ Lesson outline ☐ Other (please describe): _____

G. **Educational Content**: The program has provided documentation that the curriculum provides the following education content:

All of the following boxes must be checked to satisfy section 31(f)(3):

- ☐ Definitions of use, abuse, and dependency
- ☐ Warning signs, red flags, or effects of substance use, abuse, and dependency (family, social, legal, spiritual, health, financial, and occupational)
- ☐ Impaired driving
- ☐ Heredity versus environment
- ☐ Effects on the body (such as brain functioning, withdrawal, blackout)
- ☐ The concept of tolerance
- ☐ Progression of the disease (describing symptoms at each stage)
- ☐ Lifestyle change (risk reduction and abstinence)
- ☐ Applicable laws and statutes

At least one of the following boxes must be checked to satisfy section 31(f)(3):

- ☐ Statistics
- ☐ List of resources for continued support
- ☐ Other (please describe): _____

- H. **Cognitive-Based Education**: Section 4 of the Rules defines “*cognitive-based*” as “an approach to substance abuse education that attempts to reduce the desire to use alcohol and drugs by weakening the beliefs that promote risky use and teaching ways to modify behavior.” The program has demonstrated the following five characteristics outlined in the commentary to verify compliance with “cognitive-based education”:

For the curriculum to comply with the relevant requirement of section 31(f)(3), one of these first two main, numbered boxes must be checked, but only one of the supporting boxes under each main box must be checked to show how the curriculum demonstrates each characteristic.

1. ☐ Collaboration between the instructor and clients to build rapport

- ☐ Lesson plan demonstrates:
☐ interactive discussions of course content
☐ educational activities

☐ Other (please describe): _____

OR

2. ☐ Active client participation

- ☐ Lesson plan demonstrates:
☐ interactive discussions of course content
☐ educational activities

☐ Other (please describe): _____

AND, ALL of these main, numbered boxes must be checked, but only one of the supporting boxes under each main box must be checked to show how the curriculum demonstrates each characteristic.

3. ☐ Self-guided discovery and empirical testing of beliefs

- ☐ Pre- and Post-Tests
☐ Self-evaluations
☐ testing
☐ educational activities

☐ Other (please describe): _____

AND

4. ☐ Highly structured and focused content

- ☐ Content of course
☐ lesson outlines
☐ workbooks
☐ list of film titles
☐ reading materials

☐ Other (please describe): _____

AND

5. ☐ Concrete problem-solving techniques for alcohol and drug problems

- ☐ Problem-solving tools and worksheets (i.e. Alcohol and Drug Refusal Skills)
☐ Development of a specific, individual plan for behavior change
☐ Other (please describe): _____

- I. **UU Documented by Research**: The curriculum should be based upon objective findings that are documented by research and that support the content of the material. The program has provided at least one of the following supporting documents to verify compliance with “documented by research”:

- ☐ Bibliography that cites research references (including title, author, source, and date of each reference)
- ☐ Summary of each reference
- ☐ Entire research document
- ☐ Other (please describe): _____

Number of research references provided _____

- J. **Substance Abuse Self-Assessment Module**: The curriculum must contain a “substance abuse self-assessment module” that addresses topics of abuse and dependence.

- ☐ The program has provided a substance abuse self-assessment module by providing at least one of the following:

- ☐ Test
- ☐ Group exercise
- ☐ Worksheet
- ☐ Other (please describe): _____

Source of self-assessment module: _____

If published, please list author, date and publication: _____

- F. **Design Focus**: The program has provided at least one of the following supporting documents to verify compliance with “is designed primarily for substance abusers with symptoms indicating a progression towards dependence”:

- ☐ Statement of design focus stated directly on the curriculum
- ☐ Statement of design focus stated in a document sent to IJC with the curriculum
- ☐ Other (please describe): _____

Result:

Based on the overall evaluation of the curriculum:

- ☐ The curriculum as submitted satisfies section 31(c).
- ☐ The curriculum as submitted does not satisfy section 31(c). To satisfy section 31(c), the program should provide the following information to IJC:

Based on the overall evaluation of the curriculum:

- ☐ The curriculum as submitted satisfies section 31(f)(3).
- ☐ The curriculum as submitted does not satisfy section 31(f)(3). To satisfy section 31(f)(3), the program should provide the following information to IJC:

Recommended Action:

The program's request for approval of the curriculum should therefore be:

- ☐ Approved.
- ☐ Denied.